



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 962.2

Job Title: **STAGEHAND**

Pay Grade: 12

GENERAL SUMMARY:

Performs general maintenance and assists with the operation of the stage and related areas, such as production, lighting and marquees.

RESPONSIBILITIES:

- Removes and installs light bulbs.
- Revises promotional captions for marquees.
- Maintains stage equipment, sound cables, rigging, stage floor, risers, and lights.
- Sets up and disassembles the stage before and after events.
- Consults with producers on utilizing all aspects of the facility, procedures, equipment, set-up requirements, etc.
- Communicates with suppliers and lessees to answer questions from road show and building managers.
- Provides technical support in planning and implementing shows.
- Assists promoters during shows to accommodate their needs (i.e. seating, pits, curtains, electrical, sound, dressing rooms).

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

One year of experience in stage production is required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Stagehand or Sound Technician
Stage Supervisor
Stage Manager

Effective: October 1990

Revised: August 1994